



Checklist of School/District Responsibilities
Title I Schools Identified as “In Need of Improvement” - Year 5 and Beyond
Restructuring

Restructuring Plan

- ☐ Implement the restructuring plan which includes one of the following options:
- ☐ Replacing all or most of the school staff (which may include the principal) who are relevant to the failure to make AYP.
 - ☐ Entering into a contract with an entity, such as a private management company, with a demonstrated record of effectiveness, to operate the public school.
 - ☐ Turning the operation over to the state, if permitted by state law and agreed to by the state.
 - ☐ Any other major restructuring of the school’s governance arrangement that makes fundamental reforms, such as significant changes in the school’s staffing and governance, to improve student academic achievement in the school and that has substantial promise of enabling the school to make AYP as defined in the state plan.

Notification of Parents/guardians

- ☐ Prompt written communication to parents/guardians in an understandable and uniform format. Include:
- ☐ Notice that the school must implement restructuring
 - ☐ What the identification means
 - ☐ The reason the school was identified
 - ☐ What the local and state educational agencies are doing to help the school address the identified area(s) of need
 - ☐ Parent’s/guardian’s option to transfer their child to another school
 - ☐ Listing of public school choice possibilities
 - ☐ Availability of supplemental educational services for eligible children
 - ☐ Provide list of state approved providers
 - ☐ Describe the services, qualifications and evidence of the effectiveness for each provider
 - ☐ Describe the procedures and timeline the parents/guardians must follow in selecting a provider
 - ☐ Explain how priorities have been set to determine which eligible students will receive supplemental service

Technical Assistance

- ☐ Ensure identified school receives technical assistance in the development and implementation of the improvement plan
- Assistance includes:**
- ☐ Analyzing data from the assessments required and other examples of student work to identify and address problems in instruction, parent/guardian involvement or professional development
 - ☐ Identifying and implementing professional development, instructional strategies and methods of instruction that are scientifically based and proven effective
 - ☐ Analyzing and revising school’s budget for more effective allocation of resources to increase student achievement
 - ☐ Ensuring technical assistance is scientifically based

Public School Choice

- ☐ Provide all students attending identified Title I schools the opportunity to transfer to another public school that has not been identified
- ☐ Give priority to the lowest achieving children from low-income families
- ☐ Notify parents/guardians of public school choice possibilities
- ☐ Provide transportation costs for the duration the school is identified in the amount as described in guidance

Supplemental Educational Services

- ☐ Notify parents/guardians of the availability of SES for low income students
- ☐ Provide parents/guardians of eligible students the option of choosing among the state-approved providers
- ☐ Arrange for SES to be provided to low-income students attending the identified school(s)
- ☐ Establish contractual agreements with each provider selected by parents/guardians for each eligible child
- ☐ Pay the costs of the SES services within the cost limits

Publication of Actions

- ☐ Publish and disseminate information regarding the restructuring plan taken to parents/guardians and the public in an understandable and uniform format
- ☐ Publish through multiple means such as the Internet, the media, and public agencies
- ☐ Post on the Districts website the following information:
 - ☐ Number of students eligible for and participated in public school choice
 - ☐ List of available schools offered to eligible students to participate in public school choice
 - ☐ Number of students eligible for and participated in SES
 - ☐ List of SES providers and their locations approved by the State